



# Change Control Process Monthly Status Meeting Minutes

**DATE:** March 29, 2000

**MEETING:** Monthly Status Call

**PURPOSE:** Review Status of Pending/Approved Change Requests

## ATTENDEES

<u>Tyra Colbert, MCI</u>	<u>Kate Cooper, Eftia</u>	<u>Valerie Cottingham, BST</u>
<u>Sandy Evans, Sprint</u>	<u>Jill Williamson, AT&amp;T</u>	<u>Edwardine Marrone - BST</u>
<u>Kristen Hudson, Nextlink</u>	<u>Joe Ayala, Nightfire</u>	<u>Shamne Stapler, ITC-DeltaComm</u>
<u>Bill Shoemaker, BST</u>		<u>Cheryl Storey, BST</u>

## AGENDA

Agenda      Review status of pending/approved Change Requests (including defects) and review current Release Management statuses.

## SUMMARY OF MEETING

<i>TOPIC</i>	<i>DISCUSSION</i>
<b>Opening</b>	<p>The BCCM opened the meeting and covered the items we were to accomplish on this conference call.</p> <ul style="list-style-type: none"> <li>• Review regulatory mandates.</li> <li>• Review status of pending/approved Change Requests</li> <li>• Review status of pending defects</li> <li>• Review current Release Management statuses</li> <li>• Schedule remaining monthly status meetings for year 2000</li> </ul>
<b>Regulatory Mandates</b>	There are no regulatory mandates at this time.

<p><b>New Change Requests</b></p>	<p>The following new change requests were received during March, 2000 and are being reviewed for acceptance:</p> <ul style="list-style-type: none"> <li>• <b>ORD030200001 UNEs via ASR21</b></li> <li>• <b>EDI030200001 Modify Line Activities with Industry Guidelines (LNA of “C”)</b></li> <li>• <b>EDI030300001 BST Test Environment for EDI</b></li> <li>• <b>TAG030900001 LNA Functionality of V – Pre-OSS99</b> (BST provided response to originating CLEC on 3/20/00-refer to “Canceled Change Requests” section)</li> <li>• <b>ORD032700001 Post FOC-Clarification</b></li> </ul>										
<p><b>New Defect Change Requests Received</b></p>	<p>New Defect Change Requests received during March, 2000:</p> <ul style="list-style-type: none"> <li>• <b>DEF030100001 Room Field Expansion</b> This change re-classified as a feature. Room field scheduled to be expanded 4/15/00.</li> <li>• <b>DEF030100002 Pre-Order/Order Business Rule Discrepancies</b> This change re-classified as a feature. BST is looking at all the fields identified as discrepancies, with exception to room &amp; bldg, and looking at the impacts to all fields and applications. We are looking to include this in a Release in the near future.</li> <li>• <b>DEF030200001 RPON Business Rules</b> This change re-classified as a feature. Business rules being developed.</li> <li>• <b>DEF032300001 Line Class of Service – REQ TYP “M” (port/loop combo)</b> This change re-classified as a feature. An expedited change implemented 3/28/00.</li> </ul> <p>It was agreed that the Change Request Log number should be renamed since these issues were re-classified as features. The new CR Log numbers will be as follows:</p> <table border="1" data-bbox="316 1087 896 1262"> <thead> <tr> <th><u>OLD CR LOG #</u></th> <th><u>NEW CR LOG#</u></th> </tr> </thead> <tbody> <tr> <td>DEF030100001</td> <td>CR0001</td> </tr> <tr> <td>DEF030100002</td> <td>CR0002</td> </tr> <tr> <td>DEF030200001</td> <td>CR0003</td> </tr> <tr> <td>DEF032300001</td> <td>CR0004</td> </tr> </tbody> </table>	<u>OLD CR LOG #</u>	<u>NEW CR LOG#</u>	DEF030100001	CR0001	DEF030100002	CR0002	DEF030200001	CR0003	DEF032300001	CR0004
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DEF032300001	CR0004										
<p><b>Implemented Change Requests</b></p>	<p>Change Requests Implemented:</p> <ul style="list-style-type: none"> <li>• <b>LEO8129900001 Change the Error Code Headings to Match Terminology Used</b> Implemented 12/99.</li> <li>• <b>TAG09079900001 Business Rules for TAG</b> Implemented - Posted to web site 12/99.</li> </ul>										

<p><b>Canceled Change Requests</b></p>	<ul style="list-style-type: none"> <li>• <b>SOT011200001 Remarks Section added to CSOTS</b>  <b>Explanation of Cancellation by BellSouth:</b> “Remarks” are omitted because it contains proprietary information that is passed between internal BST departments during the provisioning of the service. A request can be made of the LCSC to create a report that addresses the reason for cancellation of orders on a per CLEC basis. “Missed Appointment” codes are posted on service orders. The definition of “Missed Appointment” codes reside in the CLEC Service Order Tracking System User Guide, Computer Based Tutorial and in other documentation accessed via the BellSouth web site.</li>   <li>• <b>TAG030900001 LNA Functionality of V – PRE-OSS99</b>  <b>Explanation of Cancellation by BellSouth:</b> BellSouth will implement the pre-OSS99 LNA of V functionality using the LNA of G. BellSouth has decided the functionality needs to be discernable using the new LNA of G. This reduces the need for training, distribution and creation of new Methods and Procedures, minimizes errors/gaps and supports the request of other CLECs in providing a new LNA. The LNA of G is targeted for 4/29 implementation. The LNA of V, post OSS99, functionality will remain in tact.</li> </ul> <p>Sprint is currently in the process of investigating a workaround, will advise Change Control of Cancellation Acknowledgement.</p>
<p><b>Change Requests Scheduled for Release</b></p>	<p>The following Change Requests are scheduled for upcoming releases:</p> <ul style="list-style-type: none"> <li>• <b>ALL020900002 YPH – 4/15/00</b></li> <li>• <b>DEF030100001 Room Field Expansion – 4/15/00</b></li> <li>• <b>OSS011300001 Migration as Specified for OSS99 – 4/29/00</b></li> <li>• <b>TAG011700001 Migration as Specified for OSS99 – 4/29/00</b></li> <li>• <b>EDI0812990001 Electronic ordering for unbundled XDSL loops – 7/01/00</b></li> <li>• <b>TAG0812990002 DSL Capability – 7/01/00</b></li> </ul> <p>Next tentative Release is scheduled for 11/11/00.</p>

<b>User Requirements Documentation</b>	<ul style="list-style-type: none"> <li>• Requirements for YPH, EU-ROOM, LSF and LNA of G distributed 3/6/00 for discussion during 3/7/00 conference call.</li> <li>• Updated requirements for LSF distributed 3/9/00.</li> <li>• Updated User Requirements for XDSL distributed 3/27/00.</li> <li>• Updated requirements for LNA of G to be distributed 3/29/00.</li> </ul>
<b>Non-Scheduled Change Requests</b>	<p><b>List of non-scheduled Change Requests to be returned to Step 4 of the CCP as Input for the “Prepare for Change Review Meeting” process:</b></p> <ul style="list-style-type: none"> <li>• <b>LSR0623990001 Redirection of UNE LSRs in the LCSC</b> Clarification regarding this request: AT&amp;T is requesting that BellSouth create edits in our system to cause the orders to be routed to the appropriate work group. This change should have no impact on the current ordering process and business rules being used by the CLECs.</li> <li>• <b>EDI0812990003 AT&amp;T form for directory listing 411 drop outs</b> Clarification regarding this request: AT&amp;T requests some type of electronic vehicle that would provide notification to correct the problem with 411 fall out. This electronic vehicle should require CLECs to provide minimum information. The Directory Assistance &amp; Listings Correction Request Fax Form provided by AT&amp;T would be acceptable only as an interim solution.</li> <li>• <b>EDI0812990004 One LSR to change the main account # on a listings only account</b></li> <li>• <b>EDI0812990005 Handling of Remaining Lines</b></li> <li>• <b>TAG0812990001 CFA/NC &amp; NCI via TAG pre-order</b></li> <li>• <b>EDI0812990007 Use of LEAN/LEATN</b></li> </ul>
<b>Pending Change Requests</b>	<ul style="list-style-type: none"> <li>• <b>EDI121599001 TN vs RSAG validation</b> This request is currently under review.</li> <li>• <b>TAG0812990003 Parsed CSR</b> Subteam being formed to perform planning &amp; analysis during 2000.</li> <li>• <b>EDI02090001 Electronically Order Routing to OS/DA</b> Team working to develop an electronic process.</li> </ul>
<b>Next Change Review Meeting</b>	<p>The next Change Review meeting has been tentatively scheduled for Wednesday, June 28, 2000. This will be a face-to-face meeting in Atlanta, GA. This meeting will include a monthly status and then prioritization of pending change requests. Meeting details to follow.</p> <p>Requests must be accepted and in “Pending” status by <b>June 16, 2000</b> to be included in the prioritization meeting on June 28, 2000. To allow adequate time for change requests to be reviewed for acceptance and placed in “Pending” status by June 16, change requests should be received by no later than <b>May 15, 2000</b>.</p>
<b>Suggestions for Change Request Log</b>	<p>The following suggestions were made regarding improvements to the Change Request Log:</p> <ul style="list-style-type: none"> <li>• Categorize the requests by interface or status.</li> <li>• Include a comments/status column</li> </ul> <p>These changes will be incorporated to the Change Request Log.</p>
<b>Schedule for Remaining Monthly</b>	<p>The schedule for remaining 2000 monthly status meetings is as follows:</p> <p>April 26, 2000 May 24, 2000</p>

<b>Status Meetings</b>	June 28, 2000 (also tentative prioritization meeting) July 26, 2000 August 23, 2000 September 27, 2000 October 25, 2000 November 15, 2000 December 13, 2000  The conference bridge for April 26 and May 24 is as follows:  <b>Bridge # 205-970-3741</b> <b>Access code 4736</b>
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